



DEPARTMENT OF THE NAVY
PERSONNEL SUPPORT ACTIVITY
937 NORTH HARBOR DRIVE
SAN DIEGO, CALIFORNIA 92132-5190

PERSUPPACTSANDIEGOINST 7322.2F
Code N8
15 March 1996

PERSUPPACT SAN DIEGO INSTRUCTION 7322.2F

Subj: MANAGEMENT OF MINOR PROPERTY

Ref: (a) NAVCOMPT Manual, par. 036700
(b) JAGMAN, Chapter VI
(c) SECNAVINST 5500.4D

Encl: (1) HOW TO USE PROPLINK (PSA San Diego Network Minor Property Program)
(2) Preparation of the DD Form 200 Report of Survey (MLSR Only) (R)
(3) Preparation of the DD Form 1348-1 Turn-in document for material being surveyed
(4) Minor/Plant Property Inventory Schedules effective January 1995

1. Purpose. To establish procedures for the identification, accountability and inventory of minor property.

2. Cancellation. PERSUPPACTSANDIEGOINST 7322.2E

3. General. As defined by reference (a), minor property is the personal, government-owned property acquired for immediate use and having a unit cost of less than \$100,000.00. The data base of minor property, as a minimum, will include all items of minor property costing \$300.00 to less than \$100,000.00 specifically including furniture, fixtures, office or industrial equipment, items that are pilferable or items designated by the Commanding Officer.

4. Responsibilities. The Comptroller is responsible for the proper management of all minor property. All minor property shall be recorded on and controlled by the use of PROPLINK, enclosure (1). If minor property is received by a detachment or staff department from a vendor or any other outside source, the Comptroller shall be notified within three working days. A serially numbered minor property tag shall be affixed to each piece of equipment. A list of all minor property will be provided to the OIC/staff department head who shall acknowledge custody of the items by signing the last page of the minor property listing. The OIC/staff department head shall further sub-custody the item to the end/user. (R)

5. Procedures

a. OICs and staff department heads shall ensure that both accountable and other minor property is safeguarded to prevent (R)

loss or damage. They shall conduct inventories and provide information on minor property, as requested by the Comptroller for non-ADP equipment or the Computer Systems Support Director for ADP equipment. If received from another detachment or staff department, receipt shall be recorded in the PROPLINK within three working days. The minor property managers and unit computer custodians must read and comply with all aspects of this instruction.

b. Subsequent to the initial inventory, accountable minor property shall not be reassigned from one detachment to another without first notifying the Comptroller (non-ADP equipment) or the Computer Systems Support Director (ADP equipment). This is essential to maintain accurate custody records. Neither accountable nor other minor property shall be transferred to other government activities or disposed of without notifying the Comptroller (non-ADP equipment) and the Computer Systems Support Director (ADP equipment) to ensure that the property is not required elsewhere within the PSA San Diego Network. Under no circumstances shall government property be transferred to a non-governmental agency/person.

c. A log shall be maintained by each detachment/staff department head for any equipment sent out for repair, etc. The log shall have minimum column headings as follows:

DATE LEFT		EQUIPMENT		DATE RETURNED
<u>DETACHMENT</u>	<u>PA#</u>	<u>DESCRIPTION</u>	<u>RECEIVED BY</u>	<u>TO DETACHMENT</u>

R) d. All requests (Material/Equipment Request Form PSASD form 4400/2) for additional or replacement minor property shall be submitted to the Comptroller (non-ADP Equipment) or to the Computer Systems Support Director (ADP Equipment). When a new minor property is received, the PSA San Diego Staff Supply Technician shall establish the custody record in PROPLINK and affix the minor property tag to accountable minor property. If the property is received directly at the detachment, the detachment Minor Property Manager or Unit Computer Custodian should request a property tag from PSA Staff Supply.

R) e. When it is discovered that any accountable minor property is gained, lost or when there is evidence that personal responsibility resulted in lost, stolen, willful damage or destruction of equipment, the base NIS office must be notified. The DD Form 200 must contain the action taken by the base NIS and must be submitted to the Physical Security Officer (see enclosure (2)). When it is discovered that any accountable minor property is worn beyond economical repair or becomes an excess, use PROPLINK sub-menu "Transactions" Option 4 "Survey Request" and forward the

list to the Comptroller (non-ADP Equipment) or the Computer Systems Support Director (ADP Equipment), within three working days. Upon the approval of the survey report by the Executive Officer (non-ADP equipment) or upon the receipt of the Disposal Authorization letter from DARIC, the PSA San Diego Staff Supply Technician will record the survey in the PROPLINK, move the record to the Survey file, and forward a list of approved surveys to the reporting activity. The reporting activity minor property manager or unit computer custodian shall prepare a DD Form 1348-1 (see enclosure (3)), make appointment with and deliver the equipment to the Defense Reutilization Marketing Office (DRMO) for disposal. Upon completion of disposal to DRMO a signed and dated legible copy of the DD Form 1348-1 must be returned to the Comptroller within three working days for the deletion of equipment from the minor property records.

f. OICs and Staff department heads shall inventory all accountable minor property IAW the schedule in enclosure (4), reporting the result in writing to the Comptroller no later than the 15th of the month following the inventory. Inventories will be conducted by sighting each individual minor property by property tag number and serial number and compare the results to the minor property listing. The report of inventory shall address all discrepancies/additions/deficiencies and minor property without a property tag noted during inventory. An inventory shall also be held upon relieving of an officer in charge, at which time the relieving officer shall sign the original copy of the minor property list provided by the Comptroller. The Comptroller shall maintain the original signed copies of the minor property lists in a secure place; a copy will be provided to the custodians for their use. When the scheduled inventory is within six months of the change of charge, inventory will be re-scheduled to coincide with the change of charge inventory.

g. Complete inventories or spot checks of inventory will be conducted intermittently by PERSUPPACT Staff.



S. J. ELLIS
Acting

Distribution:
PERSUPPACTSANDIEGOINST 5216.1H, List II

HOW TO USE PROPLINK

PROPLINK (PSA San Diego Network Minor Property Program) is a (R) program to maintain all transactions of the minor property records of PSA San Diego Network in a database. The detachments' minor property managers and unit computer custodians connect with PROPLINK via a modem, with the software PCAnywhere and a unique PASSWORD. After the correct PASSWORD is accepted a list of outgoing and incoming transactions will show on the screen and can be printed using the Print Menu Option ("SUSPENSE- Incoming") or ("SUSPENSE- Outgoing"). Detachment minor property managers and unit computer custodians can only access records under their custody. Only permanent transfers of minor property need to be recorded in the PROPLINK. The transfer is not complete until the recipient acknowledges the receipt through PROPLINK. Incomplete transactions will remain in the Suspense file and completed transactions are recorded in the History File.

PROPLINK HAS THREE MENUS TO SELECT FROM:

I. TRANSACTIONS MENU

A. First Option - Transfer Equipment. This transfers permanent custody of minor property to another detachment or staff department. Input the correct PA Number, and the property information will show on the screen for verification. (Check messages at the bottom of the screen). "Transfer To" location must be exactly as listed on the bottom half of the screen (i.e, STRM N6 for ADP equipment, and STRM N8 for miscellaneous supply equipment).

B. Second Option - Receive Equipment - This is to receive permanent transfer of minor property from other detachments or staff department. Enter the correct PA number to complete the transaction. A record must be transferred first before it can be received. A listing can be printed using PRINT Menu, Fourth Option (SUSPENSE- Incoming).

C. Third Option - Reverse Transfer - This reverses an erroneous transfer.

D. Fourth Option - SURVEY Request - Input the PA Number of (R) the property to be surveyed and the property information will show on the screen for verification. When completed this option will print a list of all equipment for survey. The list must be approved by the Officer in Charge and forward to the Executive Officer via the Comptroller (non-ADP) or the Computer Systems Director (ADP equipment).

Enclosure (1)

E. Fifth Option - Input the PAC/Div/User/ADD-ON - (PAC) (R)
Input PA# of the Computer that the tagged external hardware,
software belongs to, i.e., monitors, printers, modems, etc.
(Div) Input departmental code of the user. (User) Input the
name of the user. (ADD-ON) Input any additional internal
hardware items which belong to a computer but cannot be
tagged, i.e., internal modems, internal CD-ROM drives and
memory RAMS with # of megabytes.

II. PRINT MENU

A. First Option - By PAC/Div/User - Prints a list of
equipment assigned to a certain Computer (CPU), department,
division or sub-custodian (user).

B. Second Option - HISTORY - Received - Prints a list of
equipment received from other detachments or staff department
between two dates, e.g., should print only those items
received since the date of your last inventory printout.

C. Third Option - HISTORY - Transferred - Prints a list of
equipment permanently transferred out to other detachments or
staff department between two dates, e.g., since the date of
the last inventory.

D. Fourth Option - SUSPENSE - Incoming - Lists or prints
minor property record/s that were transferred from another
detachment or staff department. Receipt must be acknowledged
to complete the transfer, this must be done within three
working days.

E. Fifth Option - SUSPENSE - Outgoing - Lists or prints
minor property record/s that were transferred to another
detachment or staff department and the recipient has not
acknowledged receipt to complete the transfer (a reminder
sometimes is necessary).

F. Sixth Option - SURVEY - Surveyed - List or prints minor (R)
property record/s that were surveyed from and to a certain
dates.

III. EXIT MENU (R)

Quit - This will get you out of the program (PROPLINK), then
select Option "LOGOFF" at the main menu to completely logout.
If LOGOFF is not done properly, there is a possibility that
you could leave your file open for the next caller.

PREPARATION OF MLSR REPORT (DD Form 200 FEB 1991)
FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS

1. When it has been determined that equipment is Missing, Lost, Stolen or Recovered a MLSR report using a DD Form 200 will be prepared as follows and be submitted to PSA San Diego Physical Security Officer immediately.

<u>Column Block</u>	<u>Field Legend</u>	<u>Explanation</u>
1	Date Initiated (YYMMDD)	Date initiated this report
2	Inquiry/Investigation number	Will be assigned by the NIS (if any)
3	Date loss discovered	Self explanatory (YYMMDD)
4	National Stock #	Enter the complete stock number if known, if not enter the four digit Group & Class of the equipment and the PA #
5	Item description	Enter the description, model # and or serial #
6	Quantity	Enter the quantity
7	Unit cost	Enter the Unit price
8	Total cost	Enter the extended price (if qty is more than 1)
9	Circumstances	Enter the explanation describing how the missing, loss, stolen or recovery was discovered, name of the USER and action(s) taken by NIS. For help contact the PSA SD Physical Security Officer.
10	Action(s) taken	Enter the action(s) taken to correct and to prevent future occurrences.

Enclosure (2)

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11	Individual completing blocks 1 thru 10	Self explanatory
12	Responsible Officer	Self explanatory
13	Appointing Authority	Executive Officer
14	Approving Authority	Commanding Officer

FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS

PRIVACY ACT STATEMENT

AUTHORITY: 10 USC 136; 10 USC 2775; DoD Instruction 7200.10; EO 9397.

ROUTINE USES: None.

PRINCIPAL PURPOSE: To officially report the facts and circumstances supporting the assessment of financial charges for the loss, damage, or destruction of DoD-controlled property. The purpose of soliciting the SSN is for positive identification.

DISCLOSURE: Voluntary; however, refusal to explain the circumstances under which the property was lost, damaged, or destroyed may be considered with other factors in determining if an individual will be held financially liable.

1. DATE INITIATED (YYMMDD)		2. INQUIRY / INVESTIGATION NUMBER		3. DATE LOSS DISCOVERED (YYMMDD)	
4. NATIONAL STOCK NO.	5. ITEM DESCRIPTION	6. QUANTITY	7. UNIT COST	8. TOTAL COST	
9. CIRCUMSTANCES UNDER WHICH PROPERTY WAS (X one) (Attach additional pages as necessary)		<input type="checkbox"/> LOST	<input type="checkbox"/> DAMAGED	<input type="checkbox"/> DESTROYED	
10. ACTIONS TAKEN TO CORRECT CIRCUMSTANCES REPORTED IN BLOCK 9 AND PREVENT FUTURE OCCURRENCES (Attach additional pages as necessary)					
11. INDIVIDUAL COMPLETING BLOCKS 1 THROUGH 10					
a. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code)		b. TYPED NAME (Last, First, Middle Initial)		c. AUTOVON / DSN NUMBER	
		d. SIGNATURE		e. DATE SIGNED	
12. (X one) <input type="checkbox"/> RESPONSIBLE OFFICER (PROPERTY RECORD ITEMS) <input type="checkbox"/> REVIEWING AUTHORITY (SUPPLY SYSTEM STOCKS)					
a. NEGLIGENCE OR ABUSE EVIDENT / SUSPECTED (X one)		b. COMMENTS / RECOMMENDATIONS			
<input type="checkbox"/> (1) Yes <input type="checkbox"/> (2) No					
c. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code)		d. TYPED NAME (Last, First, Middle Initial)		e. AUTOVON / DSN NUMBER	
		f. SIGNATURE		g. DATE SIGNED	
13. APPOINTING AUTHORITY					
a. RECOMMENDATION (X one)		b. COMMENTS / RATIONALE		c. FINANCIAL LIABILITY OFFICER APPOINTED (X one)	
<input type="checkbox"/> (1) Approve <input type="checkbox"/> (2) Disapprove				<input type="checkbox"/> (1) Yes <input type="checkbox"/> (2) No	
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code)		e. TYPED NAME (Last, First, Middle Initial)		f. AUTOVON / DSN NUMBER	
		g. SIGNATURE		h. DATE SIGNED	
14. APPROVING AUTHORITY					
a. ACTION (X one)		b. COMMENTS / RATIONALE		c. LEGAL REVIEW COMPLETED IF REQUIRED (X one)	
<input type="checkbox"/> (1) Approve <input type="checkbox"/> (2) Disapprove				<input type="checkbox"/> (1) Yes <input type="checkbox"/> (2) No	
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code)		e. TYPED NAME (Last, First, Middle Initial)		f. AUTOVON / DSN NUMBER	
		g. SIGNATURE		h. DATE SIGNED	

PREPARATION OF THE DD FORM 1348-1 TURN-IN
DOCUMENT FOR MATERIAL BEING SURVEYED

1. A 1348-1 must be submitted with the equipment after approval of the survey for equipment that is damaged due to normal wear and tear, or if material is in excess. The completion of the turn-in document is as follows:

<u>Blocks</u>	<u>Field legend</u>	<u>Explanation</u>
8-16	Stock number	Enter the complete stock number, if not known enter the first four digits of the Federal Supply Classification (FSC), that is applicable to the equipment being turned in, followed by 00, completed by LSN.
23-24	Unit of issue	Self explanatory
25-29	Quantity	Enter the quantity listed on the DD Form 200. NOTE: Only equipments of the same type may be listed on the same survey document. A separate 1348-1 must be prepared for each type equipment listed.
30-43	Document number	Enter <u>PSA's UIC ONLY</u> . Use the survey document assigned on the DD Form 200.
64-65		Enter "N" "A" respectively.
74-80	Unit Price	Enter the unit price listed on the survey document.
"A"	Shipped from	Enter your detachment's address.

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"B"	Shipped to	DRMO SAN DIEGO PO BOX 337 IMPERIAL BEACH CA 92032 NOTE: Use the Government disposal site at or near your detachment.
"C"	Remarks	Type "Approved for Transfer By:" Enter your OIC's name and signature.

FROM										STOCK NUMBER										QUANTITY										DOCUMENT NUMBER										SUPPLEMENTARY ADDRESS										FUND										DISTRIBUTION										PROJECT										PRIORITY										REC'D DEL DATE										ADVICE										RI										UNIT PRICE									
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"YOUR ACTIVITY"										DRMO ADDRESS																														3,000 00																																																																																									
HOUSE LOCATION										TYPE OF CARGO										UNIT PACK										UNIT WEIGHT										UNIT CUBE										UFC										NMFC										FREIGHT RATE										DOCUMENT DATE										MAT COND										QUANTITY																													
B5: TUTE DATA (ITEM ORIGINALLY REQUESTED)										FREIGHT CLASSIFICATION NOMENCLATURE										U										SER# 87004090 PA# 1234																																																																																																			
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